Acupuncture
Point Injection Therapy

Website Content Manager
User Manual

www.acupuncturepointinjection.com.au

June 2010

Introduction

The Acupuncture Point Injection Therapy (APIT) website at www.acupuncturepointinjection.com.au features an easy to use, easy to navigate online Content Manager to update the core content of the website on an ongoing basis.

The following pages outline how to access the APIT Content Manager and how to use various functions of the Content Manager.

Logging in to APIT's Content Manager

1. Go to www.acupuncturepointinjection.com.au/admin

2. Enter the username and password in the fields provided

   USERNAME: admin
   PASSWORK: admin123

Editing Pages

Once logged in, you will have access to all pages in the site to modify content. The majority of the pages can be found under the 'Edit Pages' menu.

To view editable versions of the website pages, click on 'Edit Pages' and click on the page you wish to edit.

Within each page, there is an editable text box containing content for each page. Text within this area is edited in a similar fashion to a Word document, with tool bars similar to that in Word.
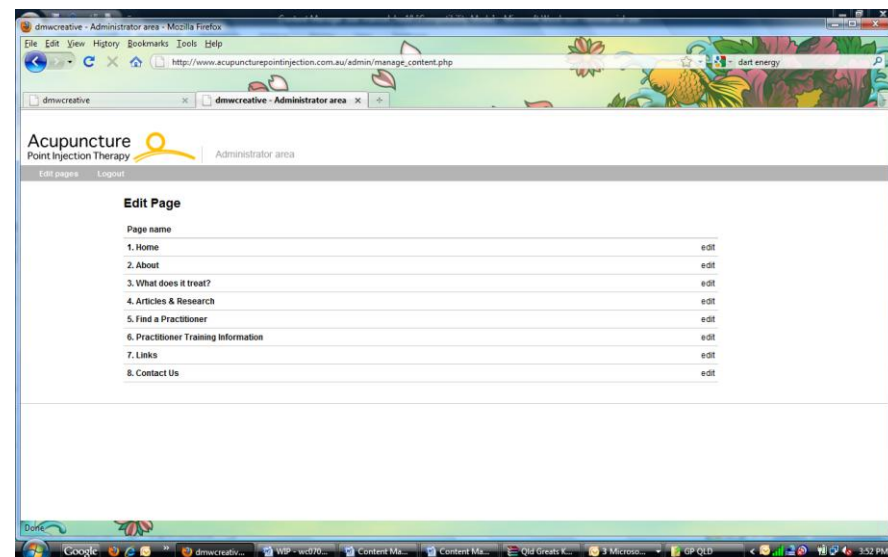
All paragraph styles have been set and can be selected from the 'Paragraph Format' drop down menu. Use this menu to maintain consistency in the website content format.

To create a heading, type in the heading, highlight with your cursor and select 'heading 1' from the 'Paragraph Format' drop down menu.

For **normal body text**, highlight the text and select 'Normal' from the Paragraph Format drop down menu.

To **add a grey 'separator' line** in between each news item, place cursor at the end of the last line of the top paragraph. Click the 'Insert horizontal line' button (see diagram).

To **add a website link**, highlight the text that you want linked (website address or other word) where you want the link, click on the 'Link' button (see diagram).

Type the website address into the 'URL' box.

Click on the 'Target' tab; select 'New window' from the 'Target' drop down menu; click 'OK'.

Once changes to this page are made, BE SURE TO CLICK ON 'SAVE CHANGES' to register your edits on the live site. Once 'Save Changes' has been clicked, your changes will register on the website

Insert Horizontal Line

Insert Link

Insert Image

Paragraph Format
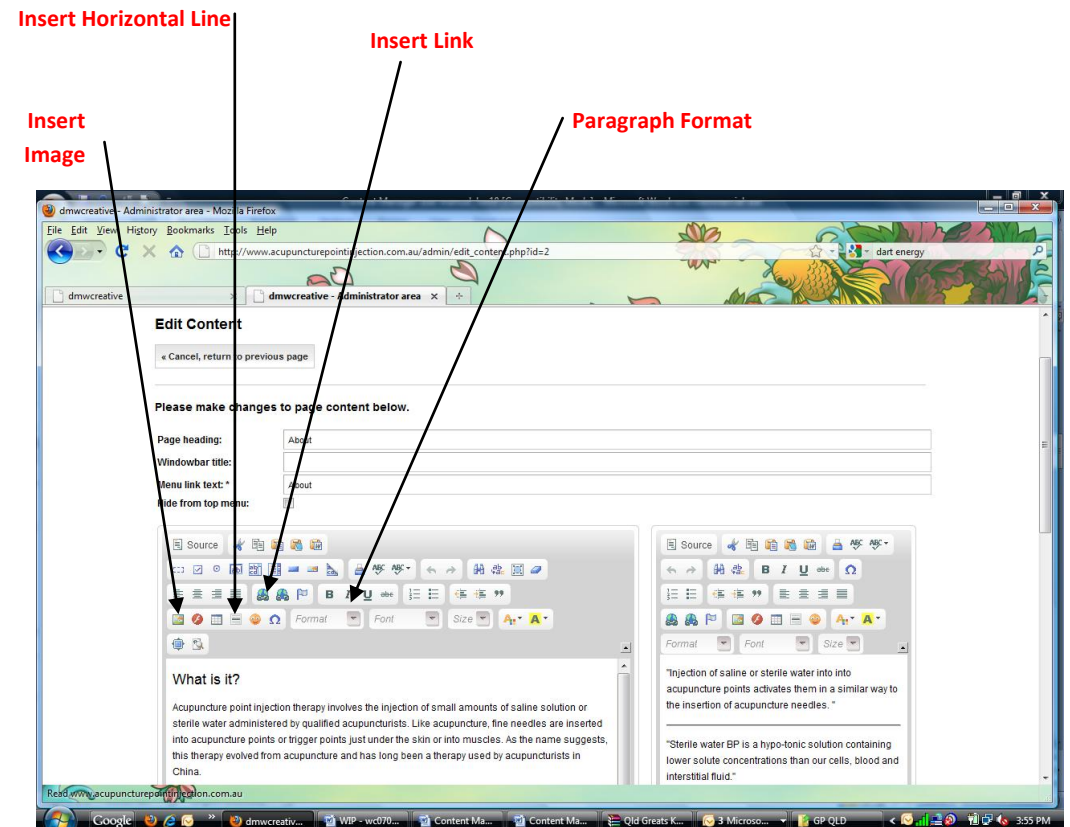
To upload photos

1. When uploading pictures to a text box, place cursor where you want the picture and click on the 'image' button (see above).

2. When the 'Resources browser' window pops up (see image), click on the 'browse' button.

3. Browse for the image you wish to upload on your hard drive, network, USB or CD.

4. Select file and click 'Open'

5. Once the file name appears in address bar at the bottom of the window, single click on the server folder you wish to place it in. You may want to create a new folder to help with categorising your images. To do this, click on 'Create New Folder'.

6. Click 'Upload'. Once you click 'SAVE CHANGES', the image will be visible on the live site.

Questions? Problems?

Please contact Maureen Wicks or Simone Tull at dmw creative:

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Server Folder

Browse for images

Upload images